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SPECIAL INSTRUCTIONS TO ENROLLING OFFICERS.

I. When application for exemption is made by a shoemaker, tanner, blacksmith, wagon-maker, miller, mill engineer, or millwright, not in the employment of a company or establishment, but working for himself, the party seeking exemption shall state in writing, under oath, that he was 35 years of age on the 16th of April, 1862, that he is skilled and actually employed in his said trade; and was so employed on the 11th day of October, 1862, that he is habitually engaged in working for the public; that the products of his labor, while exempt from military service, shall not be sold, exchanged or bartered for a price exceeding the cost of production and seventy five per cent. profit thereon; and that he will not, by any arrangement, shift or contrivance, evade the law, or receive a greater price or reward than it allows.

II. Where application is made to exempt superintendents and operatives in wool and cotton factories and paper mills, and superintendents and managers of wool carding machines, shoemakers, tanners, blacksmiths, wagonmakers, millers, mill engineers or millwrights, not working for themselves, but in the employment of some company or establishment, the president or some director, if the company be incorporated, if not, the proprietor of the business, or if there be a firm, some partner therein, shall make oath in writing that the said superintendents, operatives, managers or mechanics, as the case may be, are skilled and actually employed in their said vocations; that they are absolutely necessary for the successful prosecution of the business of the concern; that the products of their labor shall not be sold, or exchanged, or bartered, during the said exemption, for a price exceeding the cost of production and seventy-five per cent. profit thereon; that no shift, contrivance or arrangement shall be made to evade the law, or to secure a larger return or profit than it allows; and that exemption is not sought for a larger number of persons than is absolutely necessary for the successful prosecution of the business of the concern.

III. The foregoing affidavits shall be made before some justice of the peace or other person authorized by law to administer oaths, and if such justice or other person be not personally known to the enrolling officer to be what he purports to be, his official character and his right to administer oaths must be certified by the clerk of some court of record, under the seal of his court.

IV. The affidavits shall be returned to the Commandant of Conscripts, and exemptions shall be granted by the enrolling officer. If, however, he suspect false swearing or mistake, he shall refuse the exemption, and refer the case, after first enrolling the names of the parties in question, to the Commandant of Conscripts, who will dispose of it. If at any time the enrolling officer have cause

to suspect false swearing or mistake in the foregoing affidavits, he shall report the fact to the Commandant of Conscripts, and if the commandant be satisfied, after due investigation, that a larger number of persons is designedly employed than is necessary, or that a larger profit than the law allows is received either directly or indirectly, he will order the enrollment of the parties exempted upon the said affidavits.

V. Applications for exemptions must, in all cases, be made to the Enrolling officer, from whose decision an appeal may be taken to the Commandant of Conscripts. The Commandant of Conscripts will not consider an application until it has been acted on by the Enrolling officer, (whose action must be endorsed on the application,) and referred to the Commandant of Conscripts.

VI. Ministers of religion making application to be exempted as such, must make oath in writing before some officer authorized to administer oaths, that they are authorized to preach according to the rules of their sect, and that they were in the regular discharge of their ministerial duties on the 11th of October, 1862, and have been so continuously employed since.

VII. Persons making application for exemption for any cause, other than such as are named herein, must in all cases state their age in the affidavit upon which the application is based.

VIII. Persons who have been exempted on account of vocations which they have abandoned, must be put in the service at once; and mechanics who have been exempted must keep on hand a supply of material, necessary to keep up their shops and business, and must not exceed the charges prescribed in paragraph No. 1, of these instructions. If they do, they forfeit their exemptions, and all such must be put in the army.

IX. Agents, owners and overseers of plantations of twenty negroes must state in writing upon oath made before some officer authorized to administer oaths according to law, that they were 35 years of age on the 16th of April, 1862; and that there is no other white male adult not liable to military service on the plantation under their control.

X. Physicians claiming exemption must state in writing, on oath made before an officer authorized to administer oaths, that they were 35 years of age on the 16th of April, 1862; and that they now are, and were for the last five years preceeding the 11th of Oct., 1862, engaged in the actual practice of their profession.

XI. All exemptions heretofore granted not in conformity with these instructions, are hereby revoked.

B. F. DANLEY,

Com'dt Conscripts, District Arkansas.

OFFICE COMMANDANT CONSCRIPTS,

Little Rock, April 21, 1863: }

*Officially
Approved
May 22nd 1863
G. J. [Signature]*

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